

## **SALARY AND BENEFITS**

The Principal Engineer - Water & Sewer Utilities annual salary is normally appointed at 85% of Control Point, which is approximately \$119,388. Hiring above that amount may be considered, based on qualifications and years of experience, up to the normal top of the range Control Point of \$140,460. Merit progression above the hiring salary is awarded at the discretion of the City Manager based on outstanding performance. A variety of benefits are available to management employees, including:

Vacation: Completion of 1 to 4 years service - 10 working days vacation per year; completion of 5 to 9 years - 15 working days per year; completion of 10 or more years - 21 working days per year.

Sick Leave: 12 days paid sick leave per year, and a provision for partial cash pay-out of accumulated sick leave upon retirement with 15 or more years' service.

Management Leave: 64 hours per calendar year.

Other Paid Leave: 13 paid holidays per year.

PERS Retirement Plan: California Public Employees' Retirement System (2.7% @ 55) integrated with Social Security.

Group Insurance: Choice of medical insurance plans is provided through PERS Health Insurance Program. Employees electing health coverage above the Kaiser single rate would be required to pay the premium pre-tax from salary. Dental coverage, long-term disability insurance and \$50,000 basic life insurance are provided. \$700 per year is available for unreimbursed medical expenses or professional development.

Other Benefits: Section 125 Flexible Benefit Plan; Retiree Medical Reimbursement Program for employees who retire from the City with at least ten years of service, and automobile allowance.

To receive first consideration for the screening process, the Human Resources Department must receive completed resume packets no later than 5:00 p.m., Friday, September 12, 2008. Resume Packets must include a "Letter of Interest and Intent", salary history (including current fringe benefits), and a detailed resume. You may send resume packets by mail, FAX to (408) 247-5627 or E-mail to [humanresources@santaclaraca.gov](mailto:humanresources@santaclaraca.gov)

Those with disabilities who are capable of performing the job duties of the position may request reasonable accommodation to help with the selection process by contacting the Human Resources Department at (408) 615-2080, or for those who are hearing impaired, call TTY (408) 984-3042.

Only those applicants who show the best combination of qualifications in relation to the requirements and duties of the position will be invited to participate in an oral interview.

Applicants must successfully pass a City background investigation, which may include, in the discretion of the City and/or as required by law, fingerprinting, criminal records search, credit check, DMV record check, workers compensation, academic and employment verification. Any information obtained will be used to determine eligibility for employment in accordance with the law, including but not limited to restrictions regarding employer use of arrest and/or conviction information.

Additional information is available from:

**City of Santa Clara  
Human Resources Department  
1500 Warburton Ave.  
Santa Clara, CA 95050  
[www.santaclaraca.gov](http://www.santaclaraca.gov)**

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**AN EQUAL OPPORTUNITY EMPLOYER**

The information contained herein is subject to change and does not constitute either an expressed or implied contract

City of Santa Clara  
Human Resources Department  
1500 Warburton Ave.  
Santa Clara, CA 95050

## **The City of Santa Clara**



Invites Applications  
for the position of

## **PRINCIPAL ENGINEER**

## **DEPARTMENT OF WATER & SEWER UTILITIES**

**Preferred Filing Date:  
September 12, 2008**



**THE CITY OF SANTA CLARA**

Located in Silicon Valley, Santa Clara promotes a high quality of life and strong economic climate for a population of 115,503 residents. Within the city limits are included attractive residential and vigorous industrial areas, beautiful parks, and excellent schools.

Santa Clara is the home of Mission Santa Clara, Santa Clara University, Mission College and California's Great America theme park. Santa Clara is a Charter City with a Council/Manager form of government. The city is a full service city with an annual budget of approximately \$535.5 million.

**THE DEPARTMENT**

The Department of Water & Sewer Utilities is a utility enterprise which provides planning, design, construction, maintenance and operation of the City's water distribution system. The Mission of the Department is to provide a dependable supply of safe, healthful and potable water; collect, treat and dispose of wastewater in an efficient, cost effective and environmentally sound manner.

**THE POSITION**

This is a professional/managerial position in the Unclassified Service responsible for managing the Water Engineering Division of the City's Water and Sewer Utilities Department. An incumbent in this classification will be responsible for the design and construction of a variety of water facilities (production, treatment, and distribution facilities, structures, and related equipment), operation of the potable and recycled water system, including water quality. As a member of the City's Unclassified Service, this is an "at will" position and the incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and Values.

**REGISTRATION**

- Registration as a Civil Engineer by the California State Board of Registration for the Professional Engineers is required.
- Possession of a Water Distribution Operator's Certificate D5 issued by the California Department of Public Health is desirable.

**EDUCATION AND EXPERIENCE**

- Education and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in engineering or an approved related field, and
- Four (4) years of increasingly responsible experience in engineering office and field work, two years of which shall have included supervision of professional and paraprofessional staff.

**LICENSE**

Possession of a valid California Class C driver's license is required at time of application and for the duration of employment.

**KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of:

- Principles, practices and methods of Civil Engineering as applied to the planning, design, construction, operation and maintenance of water, recycled water and solar systems;
- Principles and practices of customer service;
- Principles and practices of safety, including office safety practices and CAL OSHA requirements;
- Principles of management, supervision, training and performance evaluation;
- Principles of organization and management, effective leadership and municipal budgeting and administration;
- Regulatory requirements as they apply to water, recycled water and solar utilities;
- Research methods and statistical analysis;
- Complex spreadsheets and database applications;
- Preparation and administration of contracts and fiscal planning;
- Problem solving and conflict resolution practices and techniques; and
- Principles and practices of budgeting (operating and capital), communications, information technology, project management, performance standards, records management and the use of resources to achieve outcomes and goals.

Ability to:

- Prepare, review and evaluate engineering plans, cost estimates and specifications;
- Understand and carry out highly complex technical tasks;
- Provide leadership and management for the Water Engineering Division through coaching, enabling and facilitating employees working in a team environment;
- Plan, organize, direct, and coordinate organization activities and effectively manage the work of others in order to operate the Water Engineering Division, which operates seven days a week, including nights and weekends;
- Create a culture that is conducive to change and that is able to select, recruit, retain, develop and motivate a skilled and talented workforce where everyone knows their mission, role, and job;
- Establish clear goals and objectives in order to create an organization that delivers excellent customer service through ethical leadership standards, establishes an atmosphere of respect for employees consistent with the City's Code of Ethics and Values;
- Establish and maintain effective working relationships with contractors, consultants, employees, other City departments, citizens, businesses and other groups;
- Represent and speak for the division and/or department in front of various groups. Be able to effectively listen and modify views as a result of open exchanges of ideas;

- Prepare and present clear, complete, accurate, concise and logical written and oral reports;
- Effectively handle multiple priorities, organize workload for self and others, and meet strict deadlines;
- Exercise good judgment in structuring and organizing work and setting priorities, balancing the interests of the City and constituents, and readily readjusting priorities to respond to current and future needs.
- Ensure compliance with regulatory, code and other legal requirements;
- Work in a team-based environment to achieve common goals;
- Develop creative and practical solutions to complex and difficult problems; and
- Walk or stand for extended periods of time and bend, stoop, crawl, climb, lift or any other physical requirement as necessitated by the position to perform assigned duties.

In addition to the competencies, skills, and personal qualities described above, the ideal Principal Engineer – Water & Sewer Utilities candidate will be:

- People-oriented and effective in establishing relationships with individuals with diverse interests
- Strongly analytical
- An excellent oral and written communicator
- A strong leader
- An effective listener and negotiator who is able to build consensus
- A superior project manager with demonstrated ability to perform operational reviews of organizations
- Flexible and unbiased, with a high level of integrity
- Calm under pressure, possess a positive attitude and a good sense of humor
- Politically astute, yet not political
- Willing to follow direction and able to take the initiative in implementing City policy

**TYPICAL DUTIES**

Each position in this classification may not include all of the duties listed below, nor do the examples cover all the duties that may be performed.

Under general direction:

- Plans, develops, coordinates and directs the activities of the Water Engineering Division of the City of Santa Clara. Division activities include water, recycled water and solar utility related projects;
- Plans, organizes, and manages engineering projects from the preliminary stage to the completion of construction and/or installation;
- Plans and directs the design and preparation of drawings, specifications and estimates in connection with the construction of engineering projects; expedites proper solutions to difficult problems and may personally perform the more difficult phases of the work;

- Manages, trains, and schedules the work of professional and paraprofessional staff;
- Coordinates with the City's Public Works Engineering Division on wastewater related projects;
- Recommends for selection and termination, trains and assigns staff, assigns, coordinates and reviews work of staff;
- Manages the maintenance of various engineering records and performs work in connection with purchases, cost analyses and progress reports;
- Prepares Requests for Proposals for consulting and/or construction projects;
- Inspects or directs the inspection of projects being performed by outside contractors;
- Makes specialized technical studies and/or investigations;
- Prepares complete and comprehensive oral and written reports and makes recommendations on engineering and related issues;
- Acts as a mentor to staff and provides them with leadership, training, direction and support;
- May represent the department and be required to speak for the department in front of the City Council, City Boards and/or Commissions, and a variety of outside groups;
- Monitors the progress of projects and ensures that projects are completed on-time and within budget;
- Assists in the preparation of division and department operating and capital improvement budgets;
- May act as the Director of Water & Sewer Utilities in his/her absence; and
- Performs other related work as assigned.

**SUPERVISION RECEIVED**

Works under the general direction of the Assistant Director of Water & Sewer Utilities or other manager as assigned.

**SUPERVISION EXERCISED**

May assist in the training or supervision of subordinate personnel as assigned.

**OTHER REQUIREMENTS**

Must be able to perform all of the essential functions of the job.

**SPECIAL CONDITIONS**

- May be required to work unusual hours, including evenings and weekends, and to be available on an on-call basis.
- Incumbents in this position are required to file a Conflict of Interest Statement upon assuming office, annually and upon leaving office, in accordance with City Manager's Directive 100.